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THE FILE

2 July 1954

Ch., Junior Officer Training Division, OTR

Notes on Meeting of 1 July 1954

These are my own notes of decisions reached at the meeting of the Director of Training and the Assistant Director for Personnel on 1 July 1954.

1. For the sake of brevity we are calling the Program for the Career Development of Junior Personnel the Junior Career Development Program (JCD).

2. Since the purpose of this Program is to develop high potential [ ] personnel, its policies should be consonant with those of the CIA Career Service Board. [ ]

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3. In the light of 2. above, candidates must be cleared by the Medical Office for General Duty. Those finally restricted to Departmental Only cannot be considered for the Program. It is recognized that many requests for medical clearance have been for Departmental Only, and therefore, those carrying this designation may be eligible for General Duty. PUD will be responsible for determining the final status of candidates from the Medical Office.

4. In the selection of candidates preference will be given to those who have been in the Agency three years or more. Other things being equal, preference will also be given to those approaching the upper limits of the age restrictions.

5. Selection will be on the basis of the qualifications of the individual. While his career plan will give significant indication of his insight and interests, it is not to be an important factor in the selection processing.

6. The Committee, including the representative of the individual's home office, will consider the validity of the career plan after the individual has been selected and eventually approve it.

7. The Committee will not attempt to interview all candidates but only those in whom it shows interest.

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8. C/JOT and C/PUD will nominate 32 candidates from whom the Committee will choose 16 to be assessed. This relates to the program suggested by C/A&E Staff for testing and assessment, as noted in his memo of 28 June 1954.

9. Of the 90 slots assigned to JOTD, 60 will be reserved for the JOT Program; 30 for the JCD Program.

10. It is planned to select candidates on a quarterly basis. The number of slots to be assigned to a given quarter will be determined as experience and the number of slots available dictate.

11. DTR strongly opposed the idea of converting Career Development slots to JCD use.

12. It was finally agreed that some women should be selected for the Program if they were qualified. For internal purposes only it was agreed that as an operating principle, those selected should be in the more mature range of the age limit, preferably thirty years or more.

13. Promotion recommendations will be initiated by DTR but must have the approval of the individual's home office.

14. Participants whose performance is unsatisfactory or not in line with expectations may be removed from the Program at the discretion of DTR.

15. It was decided that for those who had not had a "course in basic intelligence, such as BIC," it would be preferable for them to take such a course before a decision is made on their applications rather than to include it as a part of their career development plans. DTR suggested that in such cases Part I of BIC could be waived. Those applying for a program in the DDI would take BIC Part II; those planning for a program in the DDP would take the Operations Course; those planning for a program in the DDA would have their choice between BIC Part II and the Operations Course.

16. Authority to screen out candidates down to the 32 referred to in paragraph 8 was granted to C/JOT and C/PUD. This step can take place at any time in the testing and evaluation processes upon concurrence of both men in the decision. Screening out would be based on such factors, among others, as medical holds, low test results, unsatisfactory analyses of Work Attitudes Inventory and Temperament Schedule, previous assessments by A&E Staff, unsatisfactory results in training courses already taken, adverse material

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in the file as applicable, and adverse security reports.

17. Administrative procedures will be handled by C/PUD; matters concerning testing and evaluation will be handled by C/JOTD.



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cc: DTR  
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